Request for Quotations

HePS Reference Guide

This abbreviated version of the *HePS Request for Quotations Reference Guide* covers only the essential basics of creating, amending, and awarding a small purchasing Request for Quotation. It is not intended to cover all the functions of the HePS system nor explain all of the options or variations available to a buyer. A comprehensive **Buyer Manual** is available online within the HePS system, located under the **Main** tab on the menu bar.

HePSReferenceGuide1-28-08.doc

Table of Contents

Part 1 - Creating and Releasing an RFQ

This section covers filling out basic header information (due dates, delivery and billing address), choosing and customizing the product or service (including attachments), selecting vendors, adding solicitation instructions and the response due date, and releasing the solicitation to the internet.

To begin, click on the **Create a Solicitation** Icon and choose **RFQ** from the popup

The Solicitation Header has 7 Steps. Placing your cursor on the Step number will provide an explanation in a popup.

Step 1 – Optional Document Tracker Information – numbers or text

Step 2 – Optional Contact person for this solicitation – buyer is the default

Step 3 – Required Delivery Date or Start and End of Contract

Optional Priority – Normal or Rush flag will appear on emails to approvers

Freight and FOB information, the standard default is already set

Step 4 – Choose a Delivery Point or Create a New One from the drop down – Click on button to view info

Step 5 – Choose a Billing Point or Create a New One from the drop down – Click on button to view info

Optional P-Card Information

Step 6 - Optional Internal Notes

Step 7 – Save and Get Items

Step 8 – Choose a product or service that you are procuring by typing in a word and clicking on GO (or enter)

This will display all the instances where the word appears in the commodity coding system. Codes are used to identify which vendors will be sent notification of the solicitation

You may also enter the commodity code number if you know what it is.

Step 8 continued – Select the appropriate item or service. In most cases the system will continue to drill down and show you more details

You may stop the search by changing the **Get Selected Item Now** to **YES**

The description you have chosen will be placed back into the form for your customization, it does not have to be exactly what you want at this time, just the right general category

Commodity Codes 001 through 899 are products – Commodity Codes 900 through 999 are services. The purpose of the coding is for the system to identify which vendors will get the email notification

Step 9 - Enter a Quantity and Unit of Measure – you may change the unit of measure using a drop down list

Now that a quantity has been entered you can split the items to various delivery locations – Click on the Alternate Line Item Delivery Point button to split quantities and assign new Delivery Points

Enter the Estimated Total Price of the item or service – for internal use only, not seen by vendors

Optional Allowable variation in Quantity may be entered

Optional tracking number for the item may be entered

Step 10 – Customize the description, up to 6,800 characters may be used (about one page in a word document) to describe the item or service

The custom description may be saved for future use by using the **Save Custom Description** drop down - Select **YES** to save

If the commodity code is not correct, you may choose another one by starting a new search in the bottom frame

Step 11 - Optionally, you may add attachments by clicking on the Click **here** to attach files link

Click **Browse** and find your files

Enter in a description for the file in the space indicated

Click the **Upload** File button

The uploaded file will be indicated in the box and may be viewed or deleted by clicking on the **Manage Solicitation Attachments** link

Additional files may be attached by clicking the link again

Any type of file may be uploaded except executable files (exe)

Any size file may be uploaded by the buyer but large files exceeding 4MBs are not recommended as vendors may have difficulty viewing and downloading them – large files may be broken up into smaller files if necessary

Step 12 - Optionally, you may add Account Coding/Fund Citations to the solicitation

Click **Open Single Fund Citation** button to open this area

Enter coding - Coding may be saved for future use and will be displayed in a drop down list called **Valid Cost Accounts**

To enter more than one line of coding, start by entering the number of lines needed and then click **GO** – for example; the number 4 will produce 4 lines of coding information

Multiple lines of coding allows funds to be split by percentage, estimated dollars, or quantity

Step 13 – Optional internal notes may be added

Step 14 – Select an Action by choosing from the drop down:

Save Item 001/Select Item 002 - back to Step 8 to add another item

Create eRFQ/Save eRFQ Item – continues the solicitation creation process

Delete Document – erases everything

Click **Execute** to continue

Main	Solicitation Manager	Create	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA

eRFx Solicitation | Abstract Manual Entry | Manual Requisition | Line Items | DIrect PO | Contact Us | Help | Logout

Adding New Solicitation Item.

STEP 9 close   MANDATORY: *

Quantity :
100 *
EACH (EA) *
Alternate Line Item Delivery Point(0) >>

Estimated Price: MANDATORY Approvals
$ 32500
Total Estimated Price All Items: 32500
Allowable Variation in Quantity:
0 %
eg. .0875 = 8.75

Document Information :
Document Nbr.: D2008006811
Item No.: 001
Reference Number:

STEP 10 COMMODITY INFORMATION   close

Commodity Code : 040-08--   Save Custom Description

Description > *   > Text Formatting Tools <

ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE)
Cages/Shelters, Animal and Marine Life (See Class 495 for Laboratory Type)

6,800 characters maximum   152

STEP 11 FILE ATTACHMENTS(0)   close

Click here to attach files.   Manage Solicitation Attachments 2   below. On Req: 2

Filename	Description	On Req	Add to Solicitation
Catalog login page.doc:	specifications	No	☑
Lost doc.doc:	terms and conditions	No	☑

STEP 12 FUNDING INFORMATION   Close Single Fund Citation View   or, enter the number ___ of Multiple Fund Citations needed and click   GO >>

Single Fund Citation Information > Toggle Original Single Citations Values   Click each header to view available values.

F/YR/APP/D	Object	CC (Cost Center)	Project Number	PH (Project Phase)	Activity
		Select an ACTION below.			

Enter Object Code Description   Save Above Account

Select an ACTION below.
Save Item 001 / Select Item 002
Create eRFQ / Save eRFQ Item
Delete Document

STEP 13 NOTES | (FOR INTERNAL USE ONLY)   open

STEP 14   Select an   Select an ACTION below.   and   execute action >>   CLICK ONCE ONLY

In Steps 1–14 you have created all the elements found in a basic requisition

In order to turn this information into a Solicitation there are 5 more mandatory steps (numbered as **Steps 1-5** on this page) and a few optional ones

You may also review and edit all information entered so far

This page uses collapsed functionality meaning that in order to review and edit the information you must click on the underlined links to open that area – clicking on the link again will close the area – clicking on the button called **Open All Areas** in the upper right will open all areas of review at once

To review and edit the information on the line item click on the **Edit** button in the bottom frame – this will covered a few pages later

Steps 1-5 are detailed on the next page

Main	Solicitation Manager	Create	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA
eRFx Solicitation	Abstract Manual Entry	Manual Requisition	Line Items	Direct PO	Contact Us	Help	Logout

Tue Sep 2 13:59:55 UTC-1000 2008   [Open All Areas] [Assign/Manage pCard] [Scroll Down]

No approval route found.
Requisition R2008005322 Created for Document D2008006811.
Assigned for eRFQ Solicitation creation.

Detail Item Updated
Document: D2008006811 Item: 001 Qty: 100 UOM: EA NIGP: 04008
Total Est Amnt: $32500 Item Est Amnt: $32500 Created by: hibuyer1

Solicitation Nbr: Q2008009778
Reference Number: [   ]

Requisition Nbr: R2008005322
Document Nbr: D2008006811

MANDATORY SOLICITATION SECTIONS   (CLICK A LINK BELOW OR CLICK here TO TOGGLE ALL MANDATORY AREAS)

Review / Edit Solicitation Release Information 🔍 STEP 1

Review / Edit Billing And Shipping Locations 🔍 STEP 2

Review / Edit Solicitation Vendor Instructions 🔍 STEP 3

Establish / Review / Edit Custom Solicitation Title and Description 🔍 STEP 4

Review / Edit Solicitation Islands/Category 🔍 STEP 5

OPTIONAL SOLICITATION SECTIONS

Review / Edit Contact and Buyer Information

Review / Edit Header Notes

Review / Edit Line Item(s) Quick Edit 🔍

Establish / Review / Edit Pre-Bid Conference 🔍

Establish / Review / Edit Questions / Answer Section 🔍

Requisition R2008005322 Items Approved: Select by clicking the button adjacent the required item. [Add Item 2]

View	Edit	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
○	○	○	AGENCY	Pierce	001	32500	04008	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE) Cage	Tue Sep 02 2008

Mandatory Step 1

Item Response - if the solicitation has multiple line items you can set the system to require vendors to respond to all line item (**all or none**) or allow for **individual response** using the drop down selection

Select Solicitation Recipients - vendors may be selected using either **Agency Domiciled Vendors** (meaning Hawaii only) or **All Registered Vendors** (entire system including the mainland and foreign countries) – selected vendors may be viewed by clicking on the **Review Above Recipients** button – there is an option to add additional registered vendors to this list

Solicitation Email Date - optionally, the solicitation may be kept on hold until the date entered for its release – the default is today's date

Solicitation Responses Due - Enter a due date and time (closing date) – system default is 4:30 PM HST

Solicitation Header File Attachments - optionally header files may be added – these are not the same as the line item files you may have added earlier

Review **Required Delivery Date** or **Length of Contract** and **Freight** info – edit if necessary

Mandatory Step 2

Review and edit if necessary the **Bill To** and **Deliver To** information that was selected earlier

Mandatory Step 3

Choose Solicitation Instructions – there are a number of **mandatory** instructions for vendors that will automatically appear on your solicitation (transaction fee, tax requirements, upload and download instructions, etc.)

In addition there may be a number of **optiona**l pre-built instructions that you may choose to add to the solicitation by clicking on the square box on the left side of the instruction

There is also a box for you to enter in **additional instructions** or information that you may need – please contact your system administrator if you would like to have additional mandatory or optional instructions added to the list for future use

Mandatory Step 4

Enter a title for the solicitation – only the title is mandatory, the title description is optional

Mandatory Step 5

Check the island(s) where the goods or services are to be delivered. Chose a category from the dropdown selection.

Optional Solicitation Sections
The following areas are all optional features that may be used in creating your solicitation:

Contact and Buyer Information – review and edit as necessary

Header Notes – review and edit as necessary

Line Item Quick Edit – allows you to change quantities, unit of measure, and estimated dollar amount, but not description

Optional Solicitation Tile and Description – may be added

Pre-Bid Conference – used for notifying vendors of a pre-bid conference or pre-site visit requirements – choose a date, time, place, and add notes

Questions/Answer Section – allows for vendors to submit questions online – choose to show the vendors name, a deadline for question submittal, and a time at which your answers will be published to all vendors

Prior to completion the line item may be reviewed and edited also – see the next page for information or to complete the solicitation choose:

Release Solicitation - sends it to approval routing or to the internet

File Solicitation for later action – will save and place it in Solicitation Manager/On Hold for future edits

Line Item Edit

Prior to release of the solicitation the line items(s) may be reviewed and edit if necessary – the options include changing the quantity, unit of measure, editing the description, editing attachments, changing the commodity code, and adding additional line items

Click on the **Edit** button in the bottom frame in the line item area. The process is the same as Steps 9-14.

Editing the Existing Line Item – click on the Click **here** to continue with commodity number which will open a different window with the same Steps 9-14

Choose a Different Commodity – Click **here** to choose a different commodity - allows you to select a new commodity code to replace the existing one – the process is the same as in Steps 8-14

Adding Another Line Item – Click on the Add Item 2 button in the center of the bottom frame – the process is the same as Steps 8-14

| Solicitation Manager | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA |

In Work | On Hold | On Internet | Awaiting Award | Awarded | Find | Contact Us | Help | Logout

http://training.sicomm.net/buyer/req_handler_indexMANREQ.html?RECORD_OPTIONS_CONTROL_BIT=0&beco - Windows Internet Explorer

EDIT CURRENT ITEM

Editing Document: D2007004304 Item **1** Click here to continue with commodity 8016055750.

OR

CLICK HERE TO CHOOSE A DIFFERENT COMMODITY

© 1996-2008 SicommNet, Inc. All Rights Reserved.
- req_handler_index -   Tue, 29 Jan 2008 hibuyer1

Requisition R200800905 Items Approved: Select by clicking the button adjacent the required item.   Add Item 2

View	Edit	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
○	○	○	AGENCY	fpbuyer	001	25320	12023	BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES Boats, Over 21 Feet (Including	Mon Dec 03 2007

When all reviews and edits are done, click the **Release RFQ** button in the upper frame.

The solicitation will be checked for approval routing.

The solicitation will be displayed on the **On Internet** page. The pink area will contain information about whether the solicitation has been released to the internet or has been sent to approval touting.

If in approval routing, you will get an email confirmation that the solicitation has been released when the last approver has approved it.

The **On Internet** page displays in formation about the solicitation including; number of responses, list of vendors emailed, questions and answers, pre-bid conference. It is where amendments are done (**Amend**) and when a solicitation can be cancelled (**Remove**). It has a link to the actual view that a vendor sees (**Vendor View**).

| Main | Solicitation Manager | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA |
| New | In Work | On Hold | On Internet | Awaiting Award | Awarded | Find | Contact Us | Help | Logout |

SicommNet Inc.
Test and Demonstration Agency
2918 Fifth Avenue
Suite 210
San Diego, CA 92103

On the Internet Solicitations: Select a function by clicking the button or link for the Document. Exclude Not Currently On Internet Solicitations   Toggle Detail

No Approval Routes Found. Solicitation: Q200800700 released to the Internet.
By: FRANK PIERCE Tele:808-341-8782 Email: fpierce@sicomm.net
Email Notifications Date: 12/13/2007 Solicitation Due Date: 12/27/2007
(Requisition Nbr: R200800982 Document Nbr: D200801558)

View RFX	Vendor View	Responses	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	0 / ○	Edit Release	Remove	AGENCY	PIERCE ETA: $12500	RFQ	Q200800436	R200800611	D200800982	2	00

| AMENDMENT IN PROCESS | This Solicitation is not visible to vendors on the Internet. It needs to be released. |

| NIGP / Description: | 16520: Deep Fat Fryers - changed description testing |

Solicitation Closes:	Wed Nov 14 2007 5:30 PM
Solicitation Files Attached:	Header:
Item 001:	TestDocumentWord2007.docx tes2.xlsx

| View | View | 14 / ○ | Amend | Remove | AGENCY | PIERCE ETA: $12500 | RFQ | Q200800483 | R200800654 | D200801072 | 1 | 01 🔍 |

| NIGP / Description: | 04008: Bid to supply cages for the trapping and sheltering of endangered monk seals. |

Solicitation Closes:	Fri Nov 30 2007 5:30 PM
Question/Answer Period:	Click here to review or respond to Vendor Questions Questions Deadline: 11/14/2007 Answers Due Date: 11/15/2007
CA State Vendors Only:	Click here to view member configuration. Emails and BidBoards only for vendors domiciled in CA
Solicitation Files Attached:	Header:

Part 2 – Amending a Solicitation and Managing your Solicitation

This section covers how to amend a solicitation that is on the internet. It allows for every aspect of the solicitation to be reviewed and edited as necessary. Vendors are notified by email of all amendments and the system tracks all changes.

To begin, click on the **On Internet** Icon

Amending a Solicitation

All parts of a solicitation may be reviewed, edited, or amended as necessary – in addition this page contains this information:

Click on the **small round button** next the number of responses to view names of vendors who have responded – prices are not displayed

Pre-Bid Conference – vendors may optionally signup to attend. Click on the **check box** to view attendees

Question/Answer Period – Click **here** to view and respond to vendor questions

Vendors – if Agency Domiciled Vendor option was chosen, click on **here** to review that list

Solicitation Files – click on the link to view your attachments

To begin amending a solicitation, click on the word **Amend** which is a link.

Main	Solicitation Manager	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA
New	In Work	On Hold	On Internet	Awaiting Award	Awarded	Find	Consolidation Mgmt	Contact Us	Help	Logout

State of Hawaii
State Procurement Office
1151 Punchbowl St.
Room 230A
Honolulu, HI 96813

Internet Solicitations: Select a function by clicking the button or link for the Document. Display All Internet Related Solicitations Toggle Detail

View RFX	Vendor View	Responses/ Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	4 / ⊙	Amend	Remove	AGENCY	Pierce ETA: $125000	RFI	I2008002533	R2008005292	D2008006773	1	01🔍

Classic NIGP / Description:	95262: Mental Health Services
HePS PNS:	Oahu Category: Goods & Services
Solicitation Closes:	Mon Sep 15 2008 4:30 PM
Pre-Bid Conference:	A Pre-Bid Conference is scheduled for 09/08/2008 at 1:30 PM Review undefined Registered Attendees: ☐
Question/Answer Period:	Click here to review or respond to Vendor Questions Questions Deadline: 09/03/2008 Answers Due Date: 09/09/2008
Solicitation Files Attached:	Header:
Item 001:	Attendees 8-5.xls Scope of Work. Mental Health Services

View	View	0 / ◯	Amend	Remove	AGENCY	Pierce ETA: $89000	RFP	P2008002571	R2008005320	D2008006808	1	01🔍

NIGP / Description:	94874: Professional Medical Services
HePS PNS:	Oahu Category: Professional Services
Solicitation Closes:	Mon Sep 08 2008 4:30 PM
Pre-Bid Conference:	A Pre-Bid Conference is scheduled for 09/04/2008 at 3:30 PM Review undefined Registered Attendees: ☐
Question/Answer Period:	Click here to review or respond to Vendor Questions Questions Deadline: 09/15/2008 Answers Due Date: 09/18/2008
Solicitation Files Attached:	Header:
Item 001:	On Internt Vendor View.doc Medical Services RFP Line Item Amendment Blank Screen.doc Special Terms and Conditions

Mandatory Step 1

Before anything can be changed on the page you must first enter in a reason for the amendment by typing in your reason in the **REASON TEXT** box. This information is included on email notifications to the vendor regarding your amendment.

Mandatory Steps 2-6 may be reviewed and edited. Click on the text links to open those areas.

Optional Solicitation Sections may be opened by clicking on the text links.

To amend information on the line item (quantity, unit of measure, description, attachments, commodity code) click on the **Amend** button in the lower frame. The process is the same as when you were editing the original solicitation described earlier on Page 13.

To add another line item, click on the **Add Item 2** button in the center of the page in the lower frame. The process is the same as described earlier in Steps 8-14.

To finish and release the amendment, click on the **Release Amended Solicitation** button or you may choose to save your changes and **File Amended Solicitation for Future Release**.

| Main | Solicitation Manager | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA |

| New | In Work | On Hold | On Internet | Awaiting Award | Awarded | Find | Consolidation Mgmt | Contact Us | Help | Logout |

MANDATORY AMENDMENT REASON SECTION

Review / Edit Amendment Information   🔍 STEP 1

Solicitation Amendment 03 / CHANGE REASON TEXT (displayed on solicitation)

View Past Amendments
Current Ver.02 extend closing date
Amendment Reason:

MANDATORY SOLICITATION SECTIONS   (CLICK A LINK BELOW OR CLICK here TO TOGGLE ALL MANDATORY AREAS)

Review / Edit Solicitation Release Information 🔍 STEP 2

Review / Edit Billing And Shipping Locations 🔍 STEP 3

Review / Edit Solicitation Vendor Instructions 🔍 STEP 4

Review / Edit Custom Solicitation Title and Description 🔍 STEP 5   Custom Title or Description Exists

Review / Edit Solicitation Islands/Category 🔍 STEP 6

OPTIONAL SOLICITATION SECTIONS

Review / Edit Contact and Buyer Information

Review / Edit Header Notes

Review / Edit Line Item(s) Quick Edit 🔍

Establish / Review / Edit Pre-Bid Conference 🔍   The Bid Conference has passed.   Pre-Bid Conference Exists

Establish / Review / Edit Questions / Answer Section 🔍   The Question.Answers Period has passed.   Q & A's Exist

Preview Vendor Solicitation Q2008009300 - 03

Release Amended Solicitation Q2008009300 - 03   File Amended Solicitation Q2008009300 - 03 Save for Future Release

Solicitation Q2008009300 Items On the Internet: Select by clicking the button adjacent the required item.   Add Item 2

View	Responses	Amend	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
○	6 / ○	○	○	AGENCY	Pierce	001	125000	8016055750	SIGNS, CONSTRUCTION WARNING ORANGE, DIAMOND W/BLACK BORDER, 30 IN., HIGH INTENS	Wed May 23 2007

The amended solicitation may be checked for approval routing just like the original release depending upon your internal setup.

If approval routing is found, you will receive an email notification when it is approved and released.

It will again be displayed on the **On Internet** page.

Notice that the **Current Version** has changed to **01.** The small magnifying glass icon opens a display of the previous version reasons.

Solicitations can be set to close at anytime during the day. However, the system will batch the responses at night and make the results available the next morning. An email reminder that the solicitation has closed will be sent.

Optionally, you may manually close the solicitation and show the results at anytime after the closing date and time without waiting for the overnight batch processing.

From the **On Internet** page click on the word **Remove**.

In the upper frame, click on the **Close for Award** button on the bottom left below the optional email to vendors.

Popup confirmations will appear. The solicitation will be moved to the **Awards Manager** area where you can open and view the responses in the normal fashion.

Note: The **Remove** function is also where you can cancel the solicitation, move it to on hold status, temporarily remove it, or demote it back to a requisition. It has an optional email to vendors that can be used to notify them of your actions.

View	View	0 / ○	Amend	Remove	AGENCY	PIERCE ETA: $25320	RFQ	Q200800652	R200800905	D200801457	1	00

NIGP / Description:	12023: BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES Boats, Over 21 Feet (Including

Solicitation Closes:	Tue Jan 15 2008 5:30 PM
Pre-Bid Conference:	A Pre-Bid Conference is scheduled for 01/07/2008 at 10:00 AM Review 0 Registered Attendees: ☐
Question/Answer Period:	Click here to review or respond to Vendor Questions Questions Deadline: 01/14/2008 Answers Due Date: 01/17/2008
CA State Vendors Only:	Click here to view member configuration. Emails and BidBoards only for vendors domiciled in CA
Solicitation Files Attached:	Header:
Item 001:	View3.JPG

1 - 13 of 13

Main | Solicitation Manager | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA
New | In Work | On Hold | On Internet | Awaiting Award | Awarded | Find | Contact Us | Help | Logout

Optional vendor notification of cancelled Internet solicitation

Solicitation: Q200800499

Subject:

Email body:

Email all responding vendors: ☐   cc self: ☐

Status: Select a solicitation, enter a subject, body and select a recipient to send.

Toggle clear	Review email	Help	Transactions Log	Back to On Internet

Instructions: Email is not cleared after processing, it can act as a skeleton for other documents. Options include sending a notification to 1: all responding vendors, 2: vendors who received an email notification, 3: yourself or 4: all. To send a notification: select a solicitation, enter the subject, email body and recipient. You will be prompted for missing fields. Verification of sending the email will be requested prior to submission.

Actions:
Permanently Delete this Solicitation	Temporarily take this solicitation offline
Stage this solicitation for re-release to On-Hold	Demote solicitation to a requisition In-Work
Cancel Remove Action	Close For Award

Part 3 - Creating an Award

This section covers how to view vendor responses, select a vendor for award, and create the award notification.

To begin, click on the Create an Award Icon and choose RFQ from the popup

CREATE AN AWARD

Closed solicitations appear as a list in the bottom frame. To open the solicitation and view the responses click on the **Lump Sum** button. **Line Item (Split Awards)** will be covered on page 25. Optionally, you may choose to move the solicitation to **On Hold** where you can edit and re-release it or cancel it. This most commonly used when there are no vendor responses. Click on the **square box** next to the number of responses and then on the **Move Selected Solicitations to On Hold** button. The solicitation will be moved to **Solicitation Manager/On Hold** and any responses will be lost. An optional email is available to notify vendors of your actions. Confirmation popup messages will appear with an explanation of the actions you are taking.	

Vendor responses are displayed on the **Abstract** page in order from lowest to highest cost. Responses are separated by a dark blue line.

At the bottom of the page you can optionally click to create the abstract page as an **Excel file**.

The page shows all relevant information about the vendor and their quotation and has links to **Hawaii Compliance Express** and **Federal Excluded Parties List** websites.

Intent to Award – opens an email system where you may send a notification of intent or ask for additional documents (Compliance documents). There is also an optional email that can be sent to the non-selected vendors.

Award – is where you choose the awarded vendor and create the award notification.

The vendor's name is a link to their profile information.

Vendor comments and file attachments will appear if a vendor submits that info.

Main	Solicitation Manager	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA	
Abstract >	RFB	RFP	RFQ	PO Generator	Auto Release	My pCard Docs	Intent To Award	Contact Us	Help	Logout

LUMP SUM Abstract of Responses for Solicitation #Q200800107
Click here to attach a post award file to this solicitations header.
This file will be viewable by vendors from the abstract solicitation view after award.

NIGP Nbr: 8000532100	Abbreviated Desc: SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIG

Delivery Date	Email Date	Due Date	Solicitation Line Items	Requisition Nbr
Sun Sep 30 2007 00:00:00	Mon Aug 13 2007 16:37:34	Thu Aug 30 2007 17:30:00	1 TOTAL	R200800138

Estimated Price: $10000

Line Item View	Assign/Manage pCard	Hawaii Compliance Express Login	Federal Excluded Parties List

Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price ⊙	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent To Award: ⊙ Award: ⊙ BAFO: ☐	2186.00	0		2186.00	2186.00	Sun Aug 19 2007	17:45:44

Line Item Prices: 001: 21.86
Recycle Status: 001: Recycled

Vendor: SCHAFFER MARKETING P00000056676		SSN: XXX-XX-4567
		IP Addr: 66.75.115.250
Comments:		
Attached Files:		

Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price ⊙	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent To Award: ⊙ Award: ⊙ BAFO: ☐	4268.00	0		4268.00	4268.00	Sun Aug 19 2007	17:45:44

Line Item Prices: 001: 42.68
Recycle Status: 001: Recycled

Vendor: BARONIDAHO2 P00000056541		FedID: XX-XXXX234
		IP Addr: 66.75.115.250
Comments:		
Attached Files:		

Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price ⊙	LABP Price LAB: -0.05	Trans Date	Trans Time

RFQ #Q200800107 DETAIL ITEMS Lump Sum (All or None) Award Method (Line Item Award: ⊙) Print Back

An temporary Excel format document has been written. Click here to access it.

Hawaii Compliance Express

When you have selected your vendor and are ready to award, click on the **Award** button. HePS will automatically access the HCE system to check for vendor compliance and show you the results.

In this example, the vendor is compliant in 3 areas only and not the 4th area, so they are **not compliant**. If compliancy is not required for this award notification you may optionally continue the award process by clicking on the **Award** button.

You may also just **Close** this window and go back to the Abstract page view. The results of the HCE check are placed on the Abstract page directly below the vendor's response.

Hawaii Compliance Express – continued

This page shows the results when a vendor is not a part of the HCE system.

The vendor will be displayed as Not Complaint and you have options to continue with the award (**Create the Award**) or **Try Again Later**) or contact the vendor by using the **Create an Intent to Award** email system.

You may also **Close** this window and go back to the Abstract page view.

If the HCE system is unavailable a message will appear (not pictured).

Once a vendor has been selected by choosing the Award button, you will be taken to the **Award Input** page.

Mandatory Award Section -
Click the link to open this area and choose the **Award Type**, **Award Instructions**, **Basis of Award**, **Competition Type**, **Signed By**, and optionally you can **Assign/Manage pCard** and add **Competition Comments** that can be seen by approvers and auditors.

Optional Award Sections -
Click on the links to open these areas and enter optional information on the award.

Lag Days – set a future release date for this award

General Comments – add comments and attach vendor comments

Line Item Attachments – add or remove attachments

Line Item Award Instructions Internal Comments Area

The final step before releasing the Award Notification is to click on the **Review/Edit Award** button on the lower right of the page.

All parts of the award are available for review and editing as needed. Pay special attention to the **delivery** or **state/end of service** dates to be sure they are accurate.

Optionally you may add line items, delete line items, add comments, change descriptions and attachments, and adjust quantities and pricing if necessary to complete the award.

The bottom of the page has a link to open an optional email to notify vendors of any significant changes you made to the award.

Choose the **Close No Action** button is no changes were made or the **Save Changes** button on the bottom of the page.

You will be returned to the **Award Input** page for final release action. Click on **Select an Action**, choose **Complete Award** and click on **Execute Action**.

The completed **Award Notification** will be displayed. A popup will indicate if the award is being sent to approval routing or if it is being released to the vendor.

Actual email of the award to the vendor does not go out until the nightly batch process. The award can be edited at anytime before the batch is processed.

The bottom of the page has a **Print Button** if you wish to have a hard copy of the award.

The award can be found again in **Award History**.

| Main | Solicitation Manager | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA |

Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout

THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

Secure Internet Commerce Network

Bill To:
Secure Internet Commerce Network
PublicBuy.net
2918 5th Avenue
San Diego, CA 92103

Notice of Award for Definite Quantity Contract

Notice of Award for Definite Quantity Contract
DO200800032

DELIVER TO: Pubic Buy Net Headquarters
Name 2
Name 3
2918 5th Avenue
Address 2
San Diego, CA 92103
jberan@sicomm.net

Date: **Thu Dec 13, 2007**
Quoted By: **Stuart Schaffer**
F.O.B: **Destination**
Terms:

VENDOR: SCHAFFER MARKETING
5245 Gaylord Drive
San Diego, CA 92117-1032
Attn: Principal
stuart_schaffer@yahoo.com
Phone: 858-270-6664
Fax:
Account Number: P00000056676

Required Sun Sep 30, 2007
Delivery Date:

RFQ#: Q200800107
DOC#: D200800147

Contact: FRANK PIERCE 808-341-8782
Buyer: FRANK PIERCE 808-341-8782

Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIGHTWEIGHT, NYLON AND SUEDE, LEATHER UPPERS, E.V.A. MIDSOLE WEDGE, REMOVEABLE INSOLES, STEEL SHANK, SUEDE LEATHER TOE OVER PATCH, PADDED LEATHER ANKLE COLLAR AND BELLOW TONGUE MEN'S SIZE 6, MEDIUM WIDTH (800-05-32-100) (nt)	100 PR	21.86	2186.00
			Sub-Total:	2186.00
			Total:	2186.00
Transaction Fee	SicommNet will bill, via separate invoice, the **0.85% (0.0085)** Transaction Fee, capped at $5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..	18.58		
General Comments:				

Instructions:
Freight / Handling Included in Price
1: MANDATORY Award Instruction #2.
2: MANDATORY Award Instruction #1.
3: Notice of Award -- Mandatory Instruction #1

By accepting this order, seller agrees to accept all standard terms and conditions and those appearing on or attached to this order.

By: FRANK PIERCE

To create awards by **Line Item (Split Awards)** go to the **Awards Manager/RFQ** page as before and select **Line Item** instead of **Lump Sum**.

The line items will be displayed in the bottom frame. You can select which item to work on. It will be marked as **In Work** and the Abstract will display the prices for that line item only.

There are two options for awarding by line item. 1) You can select a vendor for a line item and complete that award, then do another, or 2) you may select the vendors for all the line items first and then create the awards.

RFQ Nbr	Delivery Date	View Responses			Responses / Move To On Hold	Line Items	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
Q200800168	Wed Sep 26 2007	○	N/A		1 ☐	1	Tue Aug 28 2007 17:30:00	78082	SCALES AND WEIGHING APPAR
Q200800170	Wed Oct 31 2007	○	N/A		4 ☐	1	Thu Aug 30 2007 17:30:00	08035	BADGES, EMBLEMS, NAME TAG
Q200800473	Fri Nov 30 2007	○	N/A		9 ☐	1	Wed Nov 07 2007 17:30:00	12035	BOATS, MOTORS, AND MARINE
Q200800504	Thu Nov 29 2007	○	○		22 ☐	2	Tue Nov 20 2007 17:30:00	20120	Bands: Hat as per attache
Q200800552	Tue Dec 25 2007	○	N/A		7 ☐	1	Mon Dec 03 2007 17:30:00	51505	LAWN MAINTENANCE EQUIPMEN

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RFQ #Q200800504   **DETAIL ITEMS**   Line Item Award Method   <u>Award Checked To:</u> BARONIDAHO2 ▾ Go   (Lump Sum Award: ○)   Print   Back   Show Awarded

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
In Work. ☑		001	12	EA	20120	Bands: Hat as per attached specifications	

BARONIDAHO2 is available to be awarded items: 001, 002,

○ ☐		002	50	EA	20120	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,	

After reviewing the abstract information, check the box next to **In Work**.

Then select the awarded vendor from the drop down list in the center of the bottom frame, **Award Checked To**:

This will assign the first line item to the vendor you have chosen. They system will also check the HCE for compliance.

Main	Solicitation Manager	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA
Abstract >	RFB	RFP	RFQ	PO Generator	Auto Release	My pCard Docs	Intent To Award	Contact Us	Help	Logout

SicommNet Inc.
Test and Demonstration Agency
2918 Fifth Avenue
Suite 210
San Diego, CA 92103

INDIVIDUAL LINE ITEM Abstract of Responses for Solicitation #Q200800504

NIGP Nbr: 20120		Abbreviated Desc: Bands: Hat as per attached specifications			
Estimated Price	RFQ Line Items	Requisition Nbr	Line Item	Quantity	UOM
1520	2 TTL Items	R200800685	001	12	EA

Delivery Date	Email Date	Due Date
Thu Nov 29 2007 00:00:00	Thu Oct 25 2007 11:56:16	Tue Nov 20 2007 17:30:00

Assign/Manage pCard	Hawaii Compliance Express Login	Federal Excluded Parties List

Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent: ○ Award: ●	9.07	0		9.07	9.07	Fri Nov 30 2007	16:53:43
Dynamic Preference %:		▪			Direction: Add To ▾ go		Set All: ☐
Vendor: BARONIDAHO2 P00000056541						FedID: IP Addr:	XX-XXXX234 76.92.26.95
Recycled Status: Recycled							
Comments:							

RFQ #Q200800504   DETAIL ITEMS   Line Item Award Method   Award Checked To: [BARONIDAHO2 ▾] Go (Lump Sum Award: ○)   Print Back   Show Awarded

Select Multiple Item Awardee
RYBRE AUTO
CS COMPUTER SYSTEMS
FULL SERVICE VENDOR
low level
BARONIDAHO2
Sicommnet
New vendor
the new vendor
Acme Electron Guns
Sicommnet
SURFER BOY INC

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short D		Status
In Work. ☑		001	12	EA	20120	Bands:		

BARONIDAHO2 is available to be awarded items: 001, 002,

| | ○ ☐ | | 002 | 50 | EA | 20120 | CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head, | |

Confirm your choice of this vendor selection in the popup.

You will then be asked if you wish to award this line item now (**OK**) or continue selecting vendors for the other line items (**Cancel**).

Normally it is best to continue to select all the vendors for each line item first, then do the awards later. If you choose to do the award for one line item only, the other line items will remain in the abstract waiting for you to process.

Your first line item will be marked as **Awarded** and you can select the second line item (**In Work**) and choose a vendor from the drop down exactly as before.

SicommNet Inc.
Test and Demonstration Agency
2918 Fifth Avenue
Suite 210
San Diego, CA 92103

INDIVIDUAL LINE ITEM Abstract of Responses for Solicitation #Q200800504

NIGP Nbr: 20120		Abbreviated Desc: Bands: Hat as per attached specifications			
Estimated Price	RFQ Line Items	Requisition Nbr	Line Item	Quantity	UOM
1520	2 TTL Items	R200800685	001	12	EA

| Delivery Date | Email Date | Due Date |
| Thu Nov 29 2007 00:00:00 | Thu Oct 25 2007 11:56:16 | Tue Nov 20 2007 17:30:00 |

| Assign/Manage pCard | Hawaii Compliance Express Login | Federal Excluded Parties List |

| Intent To Award / Award | Price | Pymt Terms | Pymt Text | Discount Price | LABP Price LAB: -0.05 | Trans Date | Trans Time |
| Intent: ○ Award: ● | 9.07 | 0 | | 9.07 | 9.07 | Fri Nov 30 2007 | 16:53:43 |

Dynamic Preference %:

Windows Internet Explorer
Award Items 001 To: BARONIDAHO2 Now?
OK   Cancel

Direction: Add To   go
Set All: ☐

Vendor: BARONIDAHO2_P00000056541

FedID: XX-XXXX234
IP Addr: 76.92.26.95

Recycled Status: Recycled
Comments:

RFQ #Q200800504 DETAIL ITEMS Line Item Award Method Award Checked To: BARONIDAHO2 Go (Lump Sum Award: ○) Print Back Show Awarded

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description		Status
In Work. ☑		001	12	EA	20120	Bands: Hat as per attached specifications		
BARONIDAHO2 is available to be awarded items: 001, 002,								
○ ☐		002	50	EA	20120	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,		

| 1520 | 2 TTL Items | R200800685 | 001 | 12 | EA |

| Delivery Date | | Due Date |
| Thu Nov 29 2007 00:00:00 | | Tue Nov 20 2007 17:30:00 |

| Assign/Manage pCard | | Excluded Parties List |

| Intent To Award / Award | Price | Pymt Terms | | Trans Date | Trans Time |

Windows Internet Explorer
Award Items 001 To: BARONIDAHO2
Press "Cancel" to Continue Awarding Items to Other Vendors (or to abort awarding at this time)
Press "OK" to CREATE THE PURCHASE ORDER for BARONIDAHO2 NOW
OK   Cancel

| Intent: ○ Award: ● | 9.07 | 0 | | Fri Nov 30 2007 | 16:53:43 |

When all line items have been reviewed and a vendor selected for award on each of them, go to the **PO Generator** sub tab on the menu bar.

You selections will be displayed in a list. Choose to either **Create** or **Un-Award**.

Create will take you to the Awards Input page where you process the award in the normal fashion described earlier.

Un-Award will cancel your vendor selection and move the line item back to the abstracts page.

Part 4 – Finding and Managing Awards

This section will describe how to find your awards and manage them, including editing or cancelling an award, multiple awards, cancel and re-stage for award to another vendor, change orders, copying and reusing the RFQ used for the award, and printing of the PO Summary Report.

You can access your awards by using the **Award History** tab, then selecting **Search Awards** on the left side of the menu bar, or **All RFQs** on the right side.

Or begin by clicking on the **Award History** Icon and choosing **Search Awards** from the popup

.

There are 3 ways to search for awards on this page. **First** – By days. The default is 31 days but can be changed up to 9999. If you change the number of days, select **GO** and allow time for the sorting. The choose from the drop down **Select an Award from the List Box** **Second** – By number. You can enter the award number in the **Get Award for Document** area. **Third** – By text search. Enter in words that appear in the line item description on the award you are searching for and click on **Find by Text.** A list of awards will display **Note**: You can search your awards only or those of the whole agency.	Main Solicitation Manager Awards Manager **Award History** Approvals Manager Miscellaneous CAPTURE DATA Search Awards Linked Awards Locator Alternate Proposal Locator Award Expiration Tracker All > RFB RFI RFP RFQ Contact Us Help Logout SicommNet Inc. Test and Demonstration Agency 2918 Fifth Avenue Suite 210 San Diego, CA 92103 My Award's issued in the last 31 days: Select an Award from the list box List: My Award's: ⦿ Agency Award's: ○ Go Sorted By: Award Date DESC OR Get Award for Document: Get Award OR Award's issued in the last 31 days: of: My Award's: ⦿ Agency Award's: ○ Find By Text sort: AWARD NBR DESCENDING ONLY View Award Transfer Log © 1998-2007 SicommNet, Inc. All Rights Reserved.

Your award or the award of others if you had chosen to show awards from others will be displayed.

Scroll to the bottom to access other functionalities.

Scroll to the bottom and us the Select an Action drop down to view all available functions

The primary areas you will access are:

Create a New Solicitation – will copy the original RFQ so you can use it again

Create Change Order – Change Order, Contract Modification, Amendment, or Extension

Print Document

Email Document to Below – enter in any valid email address in the space provided

Re-email Document to Vendor

Modify Document Description – cancel the award, create a multiple award, re-stage for award to another vendor

Certificate of Vendor Compliance – view and print a copy of HCE compliance certificates

AWARD Summary Report – a full history of the procurement from first creation to final award, has all the details needed for approvers and auditors

Click from the drop down and click on **Execute Action** to open that functionality

| Main | Solicitation Manager | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA |

| Search Awards | Linked Awards Locator | Award Expiration Tracker | All > | RFB | RFI | RFP | RFQ | Contact Us | Help | Logout |

Vendor Nbr: 123456
Emailed To: emode@sicomm.net
Phone: 123 123-1234
Fax:
Account Number: P00000000004

Solicitation#: Q2008009238
DOC#: D2008006000

Contact: HAWAII BUYER 1   808-555-1212

Buyer: HAWAII BUYER 1   808-555-1212

Assign/Manage pCard

n No	Description	Quantity UOM	Unit Price	EXTENSION
01	DOG FOOD, DRY 40 LB/BAG - EUKANUBA OR EQUAL (325-25-35-200) (nt)	1000 BAG	35.30	35300.00

Sub-Total: 35300.00

Total: 35300.00

Select an action.
Review pre-AWARD Selections
Review Abstract
Create New Requisition
Create New Solicitation
Create Change Order
View/Edit Internal Comments
Edit AWARD Descriptions/Instructions
Print Document
View AWARD Email Date Info
Email Document to below
Re-Email Document to Vendor
Modify Document Disposition
Re-view Email Distribution
Certificate of Vendor Compliance
AWARD Summary Report

SicommNet will bill, via separate invoice, the 0... ...ed at $5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditi... ...enced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days fro...   300.05

action ...e

eneral ...ents:

...ctions:
...t / Handling Included in Price

...D NOTICE: This document is an award notification only... ...rchase order will be sent under separate cover. Contractor ...l not proceed with the ordering or delivering of goods... ...ces contracted until an agency issued contract, purchase ...and/or notice to proceed is received. DO NOT DUPLICA...

By: HAWAII BUYER 1

Select an action. and Execute Action   Back to All Awards

fpierce@sicomm.net

008 SicommNet, Inc. All Rights Reserved.
...splay -   Tue, 29 Jan 2008 hibuyer1

Part 5 – Approvals Manager

This section will describe how to find and view your approval routes and how to check on the status of a solicitation or award that is in approval routing.

To begin click the **Approvals Manager** tab.
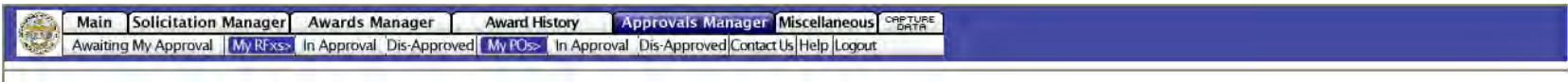
Awaiting My Approval – are documents that you are the approver for. Click on the sub-tab to display a list for your approval.

My RFx's – are your RFQs that need approved by someone else. Click **In Approval** to see those still waiting for approval. Click **Dis-Approved** to work on those that have returned to you as rejected by your approver.

MY POs – are your awards that need approved by someone else.   Click **In Approval** to see those still waiting for approval. Click **Dis-Approved** to work on those that have returned to you as rejected by your approver.

This is a sample that shows an award that is still waiting for approval. To see this type of info click on the **View Approvals** button in the blue area on the left of the popup. This is the info for this one particular award,

Additionally you can review all the routes assigned to you by clicking on the white **Show Approval Routes** in the center, This shows all routes assigned to you.

You assigned approval routes are also viewable under **Miscellaneous** tab, **Session Info** sub-tab.

If you have approval routes where you are the approver they will be listed under **Approval Responsibilities**.   Approval routes assigned to your documents are listed under **Assigned Workflow Routes.**

In addition this page shows the number of current documents in work and their status.

It also has a copy of the login page info – scroll to the bottom to see this info.

| Main | Solicitation Manager | Create | Edit | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA |
| My Profile | My Commodities | Terms | NIGP | Vendors | Manage TVL | User Logs | History > | RFB | RFI | RFP | RFQ | Session Info | Contact Us | Help | Menu | Logout |

User: HAWAII BUYER 1 Level 1 Buyer   (hibuyer1)
Agency: State of Hawaii (A00000000025)
Department: AGENCY
Today: FRI DEC 14, 2007 05:43:59 PM HST
Last Logon: FRI DEC 14, 2007 04:44:12 PM HST

RA	SA	PA	IA	App	DA	ON	AA	BH	BW	BA	BDA	Aw	UA
0	0		0	0	2	0	7	11	3	1	0	0	3	3

IA Requisitions In Approval
IA Requisitions Requiring My Approval
IA Solicitations Requiring My Approval
IA Awards Requiring My Approval
App Approved Reqs Awaiting Buyer Action
DA Dis-Approved Requisitions
ON RFxs On Net
AA RFxs Awaiting Award
BH RFXs Not Released
BW Requisitions In Work
BA In Buyer RFx Approval
BDA Buyer RFx Dis-Approved
Aw Awarded RFxs

System Enhancements

| Approval Responsibilities for hibuyer1 |||||||||||||||||
| Specifics |||||| WorkFlow / Approval Routing ||||||||||
ID	DeptID	DocType	Cmdty Code	Dollar Amt	UserType	Lvl 1	Type	Lvl 2	Type	Lvl 3	Type	Lvl 4	Type	Lvl 5	Type

| Assigned Workflow Routes ||||||||||||||||
| Specifics ||||| WorkFlow / Approval Routing |||||||||||
Route	DocType	Cmdty Code	Dollar Amt	Lvl 1	Type	Lvl 2	Type	Lvl 3	Type	Lvl 4	Type	Lvl 5	Type
537													

| Current Session Summary |||||
POs Awaiting Release	Awaiting Approval	Disapproved Requisitions	Disapproved Solicitations	Disapproved Purchase Orders
DO2008001656 DO2008001663 DO2008001673 DO2008001674 DO2008001681 DO2008001686	No Documents Awaiting Approval	No Disapproved Requisitions	No Disapproved Solicitations	DO2008001554

Browser Environment

Part 6 – Search System

This section will describe how to use the search functions in the system. It includes Review Documents, Review Commodities, Review Notepad, and Review Vendors.

To begin click the **Search System** Icon and choose anything on the popup display.

There are 4 searches all on this same page – scroll down to see each one. Search criteria is entered in the top frame and results appear in the bottom.

Review Documents

Document Type - Pick a document type from the drop down

From and To - Select search dates

Click on **Review Documents**

The bottom frame will show all documents found in your search criteria for the time specified

The fourth column will show the current status of the document

This example shows all Request for Quotations between 8-1-07 to 12-14-07.

View	Department	User Name	Status	RFQ Number	NIGP Code	Date Created	Short Description
○	AGENCY	HAWAII BUYER 1	Awards Mngr -> Abstract	Q2008008885	32525	Thu Aug 23, 2007	Cat Food
○	DAGS	CYRUS WILSON	Awarded	Q2008009122	4251742265	Wed Dec 05, 2007	FURNITURE: OFFICE Data Processing Furniture, Metal and Plastic (For Storage Cab
○	AGENCY	HAWAII APPROVER 1	In Approval	Q2008008764	70063	Wed Aug 15, 2007	PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS) Paper and Chemistry for D
○	DOH	ROBIN DENTON	Awards Mngr -> Abstract	Q2008008777	91004	Mon Aug 13, 2007	Air Duct Cleaning Services as per attached specifications
○	DPS	DEEANN KAMA	Awarded	Q2008008788	2077290000	Wed Aug 15, 2007	toners - hp laserjet 1320
○	DOH	HEIDI MATEO	Awarded	Q2008008785	4256030345	Wed Aug 15, 2007	FURNITURE: OFFICE Posture Chairs (Ergonomic) CHAIRS, ERGONOMIC, METAL, PROFESS

Review Commodities

Text/Number – enter either a wird or the commodity code number and select **Review Commodities** button

Show Classes From – click on the button below Show Classes from to see a complete list of all the top level 3-digit class codes (approximately 260). Click on R**eview Commodities** button

This example shows a search all commodities that contain the word "water"

| Main | Solicitation Manager | Create | Edit | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA |
| New | In Work | On Hold | Pre-Encumbrance Hold | On Internet | Awaiting Award | Awarded | Find | Consolidation Mgmt | Contact Us | Help | Menu | Logout |

Review Commodities

Text / Nbr: water

AND / OR

| Index lookup: | Scan Index: | Show Classes (from): | Scan Classes (for): | Drill Down: |

Review Commodities   Reset Commodity Parameters

To review all items within a Class click the LIST button and then review class items as required.

LIST	Class	Item	Description
○	019	*	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
	019	53	WATERMELONS

LIST	Class	Item	Description
○	031	*	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
	031	14	WATER SYSTEM, CHILLED (PORTABLE)
	031	24	WATER TREATMENT CONTROLS, COOLING TOWER
	031	27	WATER TREATMENT, COOLING TOWER

LIST	Class	Item	Description
○	050	*	ART EQUIPMENT AND SUPPLIES
	050	40	WATERCOLORS

LIST	Class	Item	Description
○	052	*	ART OBJECTS
	052	56	WATER COLOR PAINTINGS, ORIGINAL

LIST	Class	Item	Description
○	060	*	AUTOMOTIVE AND TRAILER MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
	060	35	WATER PUMPS, AUTOMOTIVE
	060	42	WATER FILTERS, AUTOMOTIVE

LIST	Class	Item	Description
○	065	*	AUTOMOTIVE AND TRAILER BODIES, ACCESSORIES, AND PARTS
	065	92	WATER TANK BODIES FOR TRUCKS

LIST	Class	Item	Description
○	075	*	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
	075	57	WATER HOSE AND REEL ASSY., AUTOMOTIVE
	075	66	WATER PUMP LUBRICANT

LIST	Class	Item	Description
○	120	*	BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES
	120	32	WATER CHILLER, LARGE FLOW CAPACITY (TO CHILL HATCHERY WATER)

Notepad

Saved notes can be retrieved by entering in information in the search area

Search by Document and Line Item Notes, other notepad entries, or by Vendor Notepad

This example shows notes on Hawaii Vendor 1 that have been entered by buyers

You may enter a new notepad entry and click on **Save Note** in the bottom of the popup window.

Review Vendors

The vendor database may be searched by:

Name

Commodity Code (a number from the search above)

City

County

State

Zip

Click on **Review Vendors** to see the results alphabetically in the bottom frame

This example shows vendors for Commodity Code 206 located in the State of Hawaii

Click on **View** to see more information on the specific vendor, including name, address, email, awards, commodity codes, notepad, and profile.

Review Vendors

Responses to Current RFQs: ☐

OR

By Name: [   ]

OR

By Commodity: 206

AND / OR

By City: [   ] & / or County: [   ]
Click for Counties / Cities review: ○
AND State: HAWAII ▾   OR Zip: [   ]

[Review Vendors]   [Reset Vendor Search Parameters]

Vendor Listing as of Fri Dec 14 19:27:40 GMT-0800 (PST) 2007

View	Vendor Name	Contact Name	Email	Phone	Fax
○	A LA MODE	Ellen Mode	emode@sicomm.net	808-566-6172	
○	abc	john john	john.john@hawaii.gov	808-596-5162	
○	abc	john john	steve.takahashi@hawaii.gov	808 587-2141	808 587-2141
○	ABC xxxxxxx	xxxxxxxxx xxxxxxxxx	xxxxxx@xxxxx.com	808 222-2222	
○	HAWAII VENDOR	Aloha Taylor	test7@sicomm.net	123-123-1234	
○	HAWAII VENDOR 1	John Doe	test5@sicomm.net	123-123-1234	

View	Vendor Name	Contact Name	Email	Phone	Fax
○	HAWAII VENDOR 3	John Smith	email@sicomm.net	123-123-1234	
○	HAWAII VENDOR 3	Alice Wonderland	email@sicomm.net	123-123-1234	
○	ROBERT & AMYS COMPANY	Robert Kiessling	robert.kiessling@hawaii.gov	808-587-2034	

9 records returned.
NIGP: 206 State: HI

Part 7 – Miscellaneous

This section will describe how to use change your User Profile and Password and find documents you have saved and need to open and work on again.

Profile and Password information is found under **Miscellaneous/My Profiles** on the Menu bar.

Passwords must be at least 7 digits long, contain a minimum of 2 capital letters and 2 numbers.

Click on the **Update User Info** button to apply changes.

When creating a solicitation you may have chosen the option to **Save Item/SAVE AND FILE DOCUMENT**. This saved your requisition under **Solicitation Manager/New**. It is not a RFQ yet, only a requisition. Click on **Manage** to open and continue working on this document and turn it into an RFQ.

After a solicitation has been created there is an option to **File RFQ for Later Action**. Your solicitation can be found again under **Solicitation Manager/On Hold.** Click **Manage** to open and continue working on this document.

If you leave the **Award Input** page while creating a Notice of Award, your vendor selection is saved under **Awards Manager/PO Generator**. Options are to continue to **Create** the award or **Un-Create** the vendor selection and return it to the Abstracts page.